



## **Wilson County Development Services** **Codes & Zoning Department**

### **Home & Addition Building Permit Application Checklist**

The items listed below are the current requirements that must be satisfied in order to obtain a building permit from the Wilson County Building Inspectors Office. The office only accepts checks, cashier checks, and money orders made payable to 'Wilson County Zoning' as a form of payment, and processes permit applications Monday through Friday from 8:00am until 3:30pm, excluding observed state and federal holidays.

- 1) **Storm Water Permit (615-443-2120)** – Required for new homes and mobile homes.
- 2) **Copy of Utilities (relevant to the property you will permit):**
  - Septic Permit or Septic Records (615-443-2784) – Required for new homes, mobile homes, and additions to homes.
  - Step Approval (Dial 811 – 'Call Before You Dig') – Required for additions to homes.
- 3) **Address (615-449-7155)** – Required for all permits.
- 4) **Contractor Information (if applicable)** – Contractor name, copy of State of TN Contractor License, copy of Worker's Compensation Certificate of Liability or Exemption. If you will be serving as your own contractor, there are forms you will fill out in office when applying for your permit.
- 5) **Floor Plan** – Required for all new homes, mobile homes, and additions to homes. This office will need a copy of the floor plan to keep. It must be detailed, legible, and must include all dimensions and square footage.
- 6) **Plot Plan** – Required for all permits, regardless of lot/tract size. This office will need a copy of the plot plan to keep. It must be detailed, legible, and accurate. The plan must show lot dimensions and setbacks for all property lines. As of October 1, 2018, all new construction on lots/tracts less than 5 acres require either a stamped surveyed plot plan or for property lines and site of construction of any kind to be marked in some way, and the property lines must strung to be easily identified by the inspector.
- 7) **Estimated Cost of Construction** – Required for all permits.
- 8) **Fees:**
  - Adequate Facility Tax (\$5000.00) – Required for new homes and new mobile homes.
  - Building Permit – For homes, mobile homes, and additions to homes, the permit price will be calculated at \$0.70 per square foot.
- 9) **Miscellaneous Items of Mention:**
  - Permanent foundations and stairs at all entry points are required on all mobile homes.
  - Prior to a permit application being processed, there will be additional forms that must be signed and notarized.
    - i. Energy Affidavit (can be signed by homeowner or contractor)
    - ii. Owner Affidavit of Understanding & Existing Septic Affidavit (can be signed by homeowner only)